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19 JUN 1963

MEMORANDUM FOR: Chief, Finance Division
Acting Chief, Fiscal Division
Chief, Industrial Contract Audit Division
Chief, Technical Accounting Staff

SUBJECT : Distribution of and Preparation of Replies to Audit Reports

1. Based upon recent consideration of this subject, I have established new guidelines for the distribution of audit reports received by the Office of the Comptroller as follows:

- a. Audit reports on overseas stations and on Finance Division will be distributed to the Finance Division.
- b. Audit reports on the Fiscal Division and on [REDACTED] will be FOIAb3b1 distributed to the Fiscal Division.
- c. Audit reports on other divisions of this Office will be distributed to the affected division.
- d. Audit reports on projects and miscellaneous activities such as the Credit Union, GEHA, Director's Mess, etc. will be distributed to the Technical Accounting Staff.

2. Accounting policy and procedural matters of concern to the Technical Accounting Staff included in audit reports directed to the Finance Division, Fiscal Division, or other divisions will be referred by the division receiving the audit report to the Technical Accounting Staff for appropriate action.

3. Audit reports on projects will be reviewed by the Technical Accounting Staff for matters of concern to that Staff, and will then be referred to the Finance Division for any necessary action in areas of concern to Finance Division and for permanent retention.

4. Replies to Chief, Audit Staff, when required, will be prepared for the signature of the Deputy Comptroller. Normally a single reply will be prepared for an audit report. If the report contains matters of concern to more than one Division or Staff, the reply will be prepared by the office receiving the audit report; suggested language for replies to matters of concern to other components will be obtained from such other components for inclusion in the overall reply.

[REDACTED]

Deputy Comptroller

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GROUP 1
downgraded and
declassification